



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
Schools Division Office
Lagawe, Ifugao, 3600



DIVISION MEMORANDUM

No. 196 s. 2017

TO: Elementary and Secondary School Heads
All Unit Heads
This Division

FROM: **FELIPE L. BALLITOC**
OIC- Schools Division Superintendent

SUBJECT: **Submission of Application to the Screening of Applicants to the National Educators Academy of the Philippines (NEAP) Facilitators' Pool**

DATE: July 19, 2017

1. In view of the conduct of screening of applicants to the National Educators Academy of the Philippines (NEAP) Facilitators' Pool at the NEAP-CAR, Wangal, La Trinidad Benguet on August 2 - 4, 2017, the Schools Division Office announces the call for the submission of application to the HRD Office, SDO Ifugao **on or before July 26, 2017**. Qualified applicants (6) will be recommended to the DepEd Regional Office to join the screening.
2. Applicants should possess the following qualifications:
 - a. Permanent personnel, preferably Head Teacher, Principal, EPS II, SEPS, PSDS, EPS
 - b. Physically fit individuals and preferably 55 years old and below
 - c. Must have been trained as trainer/facilitator;
 - d. Must have a performance rating of VS for the last two years; and
 - e. Must be computer literate.
3. Applicants should submit to the Human Resource Development Unit the following documents **on or before July 26, 2017**.
 - a. Application form (Annex 1)
 - b. Character Reference (Annex 2)
 - c. Medical Certificate from accredited government physician/hospital indicating physical fitness to train and travel
 - d. Performance rating for the past two years
 - e. Letter of recommendation from immediate head (Annex 3)
 - f. Letter of commitment signifying willingness to train anywhere in the country (Annex 4)
 - g. Certificate of no pending criminal and/or administrative case from the division
 - h. Certificate of participation/completion/attendance to training of trainers program attended
 - i. Certificate of recognition/commendation/merit given as facilitator, trainer, resource speaker etc. These certificates should support the list provided in the application form.
4. Qualified applicants will be notified.
5. For immediate dissemination.

Please attach certified photo copies of certificates of attendance/participation/completion/appreciation
Recognition as supporting documents.

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP)

DepEd Complex, Meralco Avenue, Pasig City

CHARACTER REFERENCE**CONFIDENTIAL**

One copy to be filled-out by the immediate supervisor and another by a co-worker or peer. Filled-out copies should be signed and placed in a mail envelop before submission to the Division Screening Committee

Name of Nominee:	Position:
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1. How long have you known the nominee (years/months)

2. In what connection, or under what circumstances, have you known him/her?

3. Please rate the nominee in terms of the dimensions which have identified as critical to program performance. The checklist below is intended to facilitate your assessment. If you wish, you may also write a separate letter as an addition to this form.

Dimensions	No Basis for Judgment	Below Average	Above Average	Excellent/ outstanding
1. Integrity				
2. Work Ethics				
3. Interpersonal Skills				
4. Time Management				
5. Stress Management				

4. How will this person be able to contribute in providing better training program?

Signature over printed name)

Annex 3

LETTER OF RECOMMENDATION TEMPLATE

LETTER HEAD

Date

Mr./Ms. _____
Chair, Division Screening Committee
Address

Sir/Madam:

I would like to recommend Mr./Ms. _____ to the National
Educators Academy of the Philippines (NEAP) Facilitators' Pool. S/he has been with the
(Office) _____ as (Position/designation) _____ for
(length of time) _____.

This Office does not pose any objection to any of his/her assignments as a national facilitator if
s/he will qualify after the screening process.

Thank you very much.

Very truly yours,

Signature over printed name

Position

Annex 4

LETTER OF COMMITMENT TEMPLATE

LETTER HEAD

Date

SDS

Division

Address

Sir/Madam:

This is to signify my commitment if I qualify as a member of the National Educators Academy of the Philippines (NEAP) Division Facilitators' Pool, to make myself available for training programs that would require my expertise and services.

Thank you very much.

Very truly yours,

Signature over printed name
Position